



CRPO / OPAO

College of Registered Psychotherapists of Ontario
Ordre des psychothérapeutes autorisés de l'Ontario

Registration Guide

Information and Requirements for Registration

Revised March 2017

NOTICE:

In the event of any inconsistency between information presented in this document and College of Registered Psychotherapists of Ontario (CRPO) legislation & policy, the latter takes precedence.

Legislation & policy refers to the [Regulated Health Professions Act, 1991](#) and the [Psychotherapy Act, 2007](#), including its regulations, and any by-laws and policies of the College.

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About this Document

This *Registration Guide: Information and Requirements for Registration*, provides general information on the requirements and process for becoming a Registered Psychotherapist. Its companion document, *Guide to Completing Your Application for Registration*, contains detailed instructions on how to complete the steps for becoming a Member, including how to access and fill out the online application for registration.

Prospective applicants are strongly urged to read this document before reading the [Guide to Completing Your Application for Registration](#), and before commencing the registration process.

Information for Applicants (General)

Those interested in applying for registration must determine whether they are eligible, i.e. that they meet the minimum requirements at the time they apply. In addition, applicants must ensure that each step of the registration process has been fulfilled:

Summary of Application

An applicant who believes s/he meets the requirements must:

- create a user account on our online Member Management System, if s/he has not already done so;
- pay for and successfully complete the Professional Practice & Jurisprudence e-Learning Module;
- complete, pay for and submit the online application form and materials; and
- successfully complete the Entry-to-Practice Registration Exam after being deemed eligible by the College to write it.

Access to a computer with an internet connection is required to complete most, if not all, stages of the application process.

Applicants who are deemed to meet the registration requirements will be notified via the Member Management System (MMS) that their application has been approved. (Or informed that their application is being referred to a panel of the Registration Committee for a decision.) Applicants who have received notice of approval, will be issued a Certificate of Registration once the College has received their registration fee.

Proclamation

The *Psychotherapy Act, 2007* was proclaimed by the Ontario Government on April 1, 2015, bringing the College of Registered Psychotherapists of Ontario (CRPO) into full operation as a health regulatory college. Proclamation of the controlled act, however, has been postponed. Postponement will provide the time necessary to develop a better understanding of the implications of the controlled act on the broader mental health care sector of Ontario.

Psychotherapists as regulated health professionals

Regulatory colleges are mandated to regulate professionals in the public interest. In addition to establishing rigorous registration criteria, the College will regulate practitioners by establishing and maintaining standards of practice, promoting continued competence and quality improvement, and ensuring professional accountability.

Besides Registered Psychotherapists – who are Members of this College – the members of five other regulated professions may practise psychotherapy if they meet the requirements set by their respective colleges: nurses, occupational therapists, physicians, psychologists and psychological associates, and social workers and social service workers. This College has no role in the regulation of members of other colleges whose members may practise psychotherapy.

Registered Mental Health Therapist (RMHT) category

In early 2013, Council decided to defer further consideration of the RMHT category of membership until some time after proclamation of the *Psychotherapy Act, 2007*. This

decision came shortly after the transitional Council was informed by the ministry that it did not agree that practitioners proposed as Members in the RMHT category should be regulated by the new College.

Who needs to register?

Anyone whose work falls within the scope of practice of psychotherapy, and who is not already registered with another Ontario regulatory college whose members can practise psychotherapy (see *Psychotherapists as regulated health professionals*, above), should consider becoming a Member of the new College. However, those described below *must* be registered:

- anyone using the title “psychotherapist” or any abbreviation thereof; and
- anyone holding her/himself out as qualified to practise as a psychotherapist in Ontario (no matter what title s/he may use).

There is no need for counsellors whose work falls outside the scope of practice of psychotherapy to become registered. The College recognizes that there is a significant overlap between certain kinds of counselling and psychotherapy. Please see the distinction between psychotherapy and counselling, as formulated by the Health Professions Regulatory Advisory Council (HPRAC) (see the Definitions section at the end of this Guide).

Recognizing diverse education & training backgrounds

We expect that Registered Psychotherapists (RPs) will come from a variety of backgrounds. Sometimes their original professional education & training will have been in fields such as child and family services or pastoral counselling. Some will have completed an independent psychotherapy program offered at the master’s level. Others will have completed a master’s program in a discipline related to the practice of psychotherapy. Still others may have completed a program (or possibly components of more than one program), deemed to be “substantially equivalent.” Whatever their backgrounds, all Members will be expected to be safe and competent practitioners.

The College has created a process for Reviewing and Recognizing education & training programs, in order to establish a list of “Recognized” programs. Applicants who have successfully completed a “Recognized” program can assume their education & training meets the requirements of the College. Click [here](#) for more information about the Review and Recognition process.

Categories of membership & use of regulated titles

Once registered, all members must use the title indicated on their Certificate of Registration.

In addition to the Registered Psychotherapist (RP) category of membership, the College will issue certificates for the following classes of membership: RP (Qualifying), RP (Inactive) and RP (Temporary).

Virtually all applicants seeking registration will spend some period of time as Qualifying Members, in order to be deemed eligible by the College to write the Registration Exam.

Once the exam is successfully completed (and all other registration requirements met), Qualifying Members will become Registered Psychotherapists (RPs).

Temporary Members are practitioners from other jurisdictions who wish to be registered for a temporary period, generally due to an offer of temporary employment as a psychotherapist in Ontario, often in an academic or consulting role.

Inactive Members are individuals who, for one reason or another, are not currently engaged in the practice of the profession. Inactive Members are restricted from:

- providing or supervising direct client care;
- providing supervision; and
- making any claim or representation to having any competence in psychotherapy.

Members will use the following titles, depending on their category of membership:

Class of Registration	Title/Designation	Abbreviation
Registered Psychotherapist	Registered Psychotherapist	RP
	Psychothérapeute autorisé ou Psychothérapeute autorisée	PA
Temporary	Registered Psychotherapist (Temporary)	RP (Temporary)
	Psychothérapeute autorisé (temporaire) ou Psychothérapeute autorisée (temporaire)	PA (temporaire)
Inactive	Registered Psychotherapist (Inactive)	RP (Inactive)
	Psychothérapeute autorisé (inactif) ou Psychothérapeute autorisée (inactive)	PA (inactif) PA (inactive)
Qualifying	Registered Psychotherapist (Qualifying)	RP (Qualifying)
	Psychothérapeute autorisé (stagiaire) ou Psychothérapeute autorisée (stagiaire)	PA (stagiaire)

Use of specialty titles

CRPO has not established a program to formally recognize and confer specialty designations, and the new College is unlikely to do so in the immediate future. However, Members will be permitted to use terms, titles and designations conferred by third parties, along with their regulated title, if:

1. the title is not honorary and was not awarded purely based on attendance at a course or workshop. [The Member must have acquired knowledge and skill, i.e. competence, associated with the term, title or designation, generally having completed a professional education & training program that included study, mastery and evaluation];
2. it is conferred by a recognized credentialing body, i.e. one that is broadly recognized within the profession as legitimate;
3. it meets established standards, i.e. standards that are broadly recognized within the profession as legitimate; and
4. prominence is given to the Member's regulated title.

These conditions will enable Members to use terms, titles and designations that are meaningful and generally recognized by the profession and helpful to the public. Members should be aware that specialty titles used inappropriately could result in misconduct complaints to the College. In that case, appropriateness may be judged by a panel of the Member's peers, i.e. other Members of the College.

Registered Psychotherapists will not be able to use the title Doctor or its abbreviation Dr. in a clinical setting (i.e. when working with clients or with other professionals in a health care setting), or when supervising students or other practitioners who are working with clients. Members will be able to use the title Doctor (Dr.) in purely academic settings and in their personal/social lives. This rule, limiting the use of the Doctor (Dr.) title, is found in the [Regulated Health Professions Act, section 33](#), which sets out the professions whose members are permitted to use the title.

Professional mobility

Ontario is a party to the national Agreement on Internal Trade (AIT) which provides for labour mobility of regulated professionals between provinces. In addition, Ontario passed its own *Labour Mobility Act* in 2009, implementing AIT.

Under labour mobility laws, the College is legally required to accept the professional qualifications of individuals who hold "equivalent" certificates of registration in another Canadian province/territory and who have worked in that profession in their province within the previous three years. Applicants registered in another province or territory who wish to apply for registration with the College, need not be using the title Registered Psychotherapist in the other jurisdiction. The determining factor will be whether the scope of practice in that jurisdiction is substantially equivalent to the scope of practice for RPs in Ontario.

Under the labour mobility route, this College does not:

- evaluate the applicant's educational qualifications;
- require him/her to write the Registration Exam;
- inquire about currency.

This College does:

- inquire into prior misconduct, offences, and negligence findings;
- require language proficiency (but only if the applicant's previous college had no language requirement);
- require professional liability insurance coverage;
- require the applicant to successfully complete the Professional Practice & Jurisprudence e-Learning Module;
- inquire about his/her direct client and clinical supervision hours for the purpose of 'independent practice';
- inquire whether s/he is in good standing with her/his current regulatory body; and
- inquire whether s/he was practising his/her full scope of practice in the other jurisdiction.

Currently, two other provinces regulate practitioners who will be eligible to apply for registration with the College under labour mobility rules: Nova Scotia and Québec. Members of the Nova Scotia College of Counselling Therapists (NSCCT) will be eligible, as will holders of a Psychotherapy Permit in Québec.

The paper-based Labour Mobility Application Form can be found at crpo.ca.

Currency

All applicants must be “current” in the practice of the profession. Specifically, they must have engaged in professional activities related to psychotherapy in the three-year period immediately prior to application. Someone who completed his/her education & training several years earlier but never practised would not be current, and therefore would be ineligible for registration.

Applicants must:

- have completed their education & training program in the 12 months immediately prior to application; or
- be completing their education & training program after having substantially completed it; or
- have completed their clinical experience requirement, i.e. direct client contact and clinical supervision hours, in the 12 months immediately prior to application; or
- have completed 750 currency hours within the three years immediately prior to application; or
- complete upgrading activities acceptable by the Registration Committee.

Currency hours are defined broadly and include a range of professional activities related to psychotherapy, in addition to direct client work.

The three-year period for demonstrating currency is the three years immediately prior to the date on which an applicant's completed application and fee are submitted using the College's online application portal. The purpose of the currency requirement is to demonstrate **recent** professional activity related to the practice of the profession.

Registration requirements

The Registration Regulation reflects a competency-based registration model. This means that applicants must demonstrate in a variety of ways that they possess the required knowledge, skill and judgment, as opposed to simply possessing a specific academic credential.

Registration requirements are founded on the entry-to-practice [Competency Profile for Registered Psychotherapists](#) developed by the College. The competency profile also underpins the Registration Exam and will be used as the basis for Reviewing and Recognizing psychotherapy education & training programs.

All applicants will demonstrate competency by successfully completing:

1. relevant education & training;
2. clinical experience (direct client contact (DCC) hours and related clinical supervision hours);
3. education and/or training in “Safe and Effective Use of Self” (SEUS) either through experiential learning, relevant coursework, personal psychotherapy or in Clinical Supervision; and
4. the Professional Practice & Jurisprudence e-Learning Module.

5. successful completion of the entry-to-practice Registration Exam.

See full [registration requirements](#).

Disclosure obligations, language requirements, liability insurance coverage, etc.

As part of the application process, all applicants will be asked to provide personal contact information, including information required by the Ministry of Health and Long-Term Care (MOHLTC), and other background information.

Each applicant will also be required to provide information about general and professional conduct: applicants must report findings of guilt for criminal and certain other offences. In addition, they must report current or past membership(s) with any statutory regulatory body (including those in jurisdictions outside Ontario), any refusal of registration by such a regulatory body, and any current or pending proceedings concerning professional misconduct, incompetence or incapacity, or findings of professional misconduct, etc.

A statutory regulatory body is a body created under legislation that regulates a profession or occupation.

Applicants will be asked to declare if they suffer from any physical or mental condition or disorder which, if left untreated, would impair their ability to practise psychotherapy safely or competently. Such a disclosure does not mean that an application will be refused, but could result in terms, conditions or limitations being attached to his/her Certificate of Registration.

Applicants will be required to establish that they are reasonably fluent in English or French (written and spoken), and have professional liability insurance coverage.

Moreover, each applicant will be required to sign a consent form, authorizing the College to seek further information related to her/his application, as necessary, from outside sources.

In addition to the above, all applicants will be required to submit a statutory declaration attesting to the truthfulness and completeness of all information provided in their application.

Application process and fees

Applicants will use a secure, online application form, accessed through the College website. In order to access the online application form, an applicant must have created a user account on the Member Management System and completed the Professional Practice & Jurisprudence e-Learning Module.

When completing the application form, applicants should have details of their education & training, clinical experience, etc., readily at hand. The form is designed so it can be completed and saved in stages, rather than in one sitting.

Payment Processing

- Do not pay any fee until the Member Management System has generated an invoice. At specific points in the application process, for example when you enroll to take the Jurisprudence e-Learning Module or when you begin an application, the system will generate an invoice showing the full amount owed. Fee payment instructions can be found in your user account, under the “Invoices” tab.
- Payments for fees must include HST. Any invoice generated by the system will show what the fee is for, along with a total amount owing, which includes both the fee and the HST. Payment of the invoice must be received in full.
- Payments can only be made via bank-to-bank-transfer only. CRPO does not accept credit card payments, Interac e-transfers, PayPal, etc. It takes at least three business days for payments to clear if you bank with one of the major domestic banks.

Before you can access the Jurisprudence e-Learning Module or submit your completed application, fee payments must be processed through the banking system and received by CRPO. Access to the module is available after the payment has cleared.

Fees

College fees are as follows:

Application fee	\$130 + HST = \$146.90
Annual membership fee for Registered Psychotherapist	\$572 + HST = \$646.36
Annual membership fee for Qualifying Member	\$312 + HST = \$352.56

Other fees related to registration process:

Professional Practice & Jurisprudence e-Learning Module	\$62.40 + HST = \$70.51
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**Registration fees are prorated on a monthly basis for new Members.*

Fees paid to CRPO are non-refundable.

Incomplete/inadequate applications

Incomplete applications

If an application is incomplete in any way, the applicant will be informed and asked to provide the missing information as soon as possible.

- If a staff member has questions after the first review of the application, they will send a detailed message to the applicant through the Member Management System addressing the concerns.
- If more information is required after receiving the response, a staff member will follow-up for a second and final time.
- If we do not receive a substantive response within three months of the date of the second request for clarification, or the two attempts fail to result in satisfactory information, the application may then be referred to a panel of the Registration Committee for further consideration and possible refusal.

Should the applicant wish to be considered after that, a new application must be completed and the associated fee paid. At no time in the process will the application fee be refunded as fees paid to CRPO are non-refundable.

Inadequate applications

If an application appears to be complete but in review is deemed to be woefully inadequate, staff may suggest that the applicant withdraw the application and reapply when more qualified. The application fee is not refunded.

Independent practice

Registered Psychotherapists will not be permitted to practise independently, i.e. without clinical supervision, until they have completed 1000 direct client contact hours and 150 hours of clinical supervision over the course of their professional careers. This limitation applies to *all* Members and will remain in effect until the Member satisfies the College that s/he has completed the required hours. It is also published on the Member's profile on the Public Register.

Other College programs

All Members will be required to participate in the College's Quality Assurance Program, and to adhere to the Professional Practice Standards. In addition, Members should be familiar with the Professional Misconduct Regulation, which forms the basis for the practice standards. Standards and regulations are enforceable in law, and Members are accountable to the College for upholding them.

The College has also developed a Code of Ethics, which is a standard of professional and personal conduct to which Members should aspire. More information about the Quality Assurance Program and the complaints and discipline process is available at crpo.ca.

Questions & answers

My employer says I need to register with CRPO – is this true?

Although there may be other reasons to become registered with CRPO, you *must* become registered if you use the title psychotherapist or related abbreviations, or if your role requires you to present yourself as qualified to practice psychotherapy (unless you are already a member of one of the other colleges whose members may practice psychotherapy). Even if this doesn't apply to you, but you otherwise meet CRPO's registration criteria, consider becoming a Member.

It is common practice that employers of health care service providers require their employees to be members of a regulated profession. It is also fairly common that employers of unregulated service providers request that these employees become registered with a college – sometimes this is even a condition that employers will include in a contract at the time of hiring.

If the circumstances of your employment don't seem to fit with the description in the first paragraph, it's up to you and your employer to continue the discussion about becoming a member of a regulated profession.

Will spiritual care providers be required to register with the College?

It is expected that the College will register practitioners from faith-based or spiritual care backgrounds who meet the minimum registration requirements. The College does not support the contention, however, that all chaplains or spiritual care providers must be registered. This will depend on their particular roles, their training, and possibly, the expectation of their employers.

What are the College’s requirements for professional liability insurance coverage?

For details of the College’s requirements for professional liability coverage, click [here](#).

How do I get professional liability insurance?

Most professional associations serving psychotherapists and clinical counsellors offer access to professional liability insurance for their members. We understand that several professional associations have worked with their insurance providers to ensure that the professional liability coverage they offer meet the College’s requirements. In addition, other associations (e.g. alumni associations), and insurance brokers may offer professional liability insurance coverage.

Can I use professional liability insurance coverage provided by my employer?

Yes, if it meets the requirements of the College. A Member would be well advised to obtain documentation from his/her employer demonstrating the appropriate coverage. However, if you work in other settings not covered by an employer (e.g. in private practice) you will also need to provide proof of insurance coverage for each setting. CRPO recommends that applicants and Members purchase individual insurance coverage.

I’m a member of one of the 5 other colleges* whose members practise psychotherapy – do I need to join CRPO too?

Not necessarily. If you are already a member of a regulated profession whose members practise psychotherapy*, and if you meet that college’s requirements and standards to practise psychotherapy, then you needn’t also register with CRPO.

Someone who chooses to be a member of two statutory regulatory colleges will be required to meet the obligations of membership of both colleges, including participation in quality assurance programs, and payment of two membership fees. In addition, they will be required to keep separate records for the two practices.

While members of other colleges may practise psychotherapy, only CRPO Members may use the title “psychotherapist.”

**The regulated professionals that may practice psychotherapy in accordance with the regulations and standards of their respective colleges include: doctors, nurses, psychologists, occupational therapists, social workers and social service workers.*

Who can apply?

Important: Please read **Information for Applicants (General)** before reading this section.

In general, applicants are individuals who have recently completed graduate-level psychotherapy programs: either independent psychotherapy programs that require an undergraduate degree for admission, or university master's programs.

Applicants will be required to demonstrate “currency”, i.e. recent experience related to the practice of the profession. Applicants will demonstrate currency by:

- having completed their education & training program within the 12 months immediately prior to application; or
- working to complete their education & training program after having substantially completed it; or
- having completed their clinical experience requirement (Direct Client Contact and Clinical Supervision hours) within the 12 months immediately prior to application; or
- having completed 750 currency hours within the three years immediately prior to application; or
- completing upgrading activities approved by Registration Committee.

What are the requirements?

Applicants must complete the following:

- the Professional Practice & Jurisprudence e-Learning Module;
- a “Recognized” education & training program in psychotherapy that includes competency development in “Safe and Effective Use of Self” (SEUS). Note: SEUS education & training can take the form of coursework, experiential learning and/or personal psychotherapy focused on SEUS (see below for requirements of a Recognized program);
- 450 direct client contact hours (some or all can be completed as part of an education & training program or completed subsequently);
- 100 hours of clinical supervision; and
- successful completion of the Registration Exam, i.e. the National Assessment offered by the COMPASS Centre for Examination Development, a national body established to develop and administer this exam.

Note: Individuals who have completed their education & training program but not their direct client contact and clinical supervision hours, can apply for registration in the qualifying category when they have completed 125 DCC hours and 30 Clinical Supervision hours.

Qualifying category of membership

Virtually all applicants will spend a period of time as a Qualifying Member, i.e. RP (Qualifying), until they are deemed eligible by the College to write the Registration Exam and have successfully completed it. To be eligible to write the exam, a Qualifying Member must have completed all education & training requirements for RP registration (see details below), but not necessarily all required direct client contact hours and clinical supervision hours. When all requirements have been completed, the RP (Qualifying) will move to full RP status.

Individuals nearing completion of their education & training program can apply for registration as a Qualifying Member during the final semester/segment of their program, i.e. when they have substantially completed their program. To be eligible for registration in the Qualifying category, applicants must have completed at least 125 direct client contact hours and 30 hours of clinical supervision.

An RP (Qualifying) will be required to practise with clinical supervision and must be actively engaged in completing registration requirements to become registered as an RP.

Details of the education & training requirement

The applicant must have:

- a. successfully completed a program in psychotherapy or the Indigenous practice of psychotherapy Recognized by the Registration Committee, or
- b. been awarded a master's degree in a program that has been Recognized by Registration Committee, or
- c. successfully completed a program the Registration Committee considers substantially equivalent to a. or b. or
- d. successfully completed one or more programs of education & training in psychotherapy, or substantial portions of one or more programs, possibly along with other education & training, which taken together evidences, in the opinion of the Registration Committee, successful completion of a program that is *substantially equivalent* to a. or b.

Note: Because of the intercultural translation that will be required to assess programs in the Indigenous practice of psychotherapy, applicants who have completed such programs will be assessed on a case-by-case basis. The College is attempting to develop tools and methods to review such programs.

Recognized programs

The College has established a process for Reviewing and Recognizing, in order to create a list of Recognized programs. Applicants who have recently completed a "Recognized" program can assume that their education & training meets the requirements of the College. Graduates of programs that are not Recognized will be assessed against the "substantially equivalent" standard, which may require additional consideration in the application process.

Programs seeking Recognition must show that they provide a minimum of 360 hours or 10 semester courses of education and training central to the practice of psychotherapy,

excluding direct client contact hours, clinical supervision hours, practicums and clinical placements that may be part of the program. In addition, such programs must require an undergraduate degree for admission.

See the [CRPO website](#) for more information about the Review and Recognition process.

See [Summary Table of the registration requirements](#).

Substantially equivalent education & training

Individuals who have completed education & training in psychotherapy that has not been Recognized by the College, may still apply for registration.

This education & training may consist of:

1. a single, coherent program of education & training in psychotherapy; or
2. one or more programs of education & training in psychotherapy, or substantial portions of one or more programs, possibly along with other education & training, which taken together evidences, in the opinion of the Registration Committee, successful completion of a program that is *substantially equivalent* to a Recognized program.

Note: A substantial portion of at least one coherent program must have been completed e.g. one-third of a program.

The above may have been completed in Canada or anywhere in the world. For programs outside Canada, CRPO will require applicants to complete a third-party credential assessment (see below, Education & training obtained outside Canada, for details).

Applicants who have completed a non-Recognized program, or parts of one or more programs, must provide detailed information to CRPO about their education & training in psychotherapy. The Registrar will determine whether the education & training, taken together, is substantially equivalent to that of a Recognized program. If the Registrar is uncertain or has doubts about whether an applicant's education & training is substantially equivalent to that of a Recognized program, the application will be referred to a panel of the Registration Committee for consideration.

To be considered substantially equivalent to a Recognized program, an applicant's education and training must meet the requirements of one of the education/training pathways described below:

A: Coherent program of education & training in psychotherapy

1. Generally, the program must include at least 360 hours of education & training central to the practice of psychotherapy (equivalent to 10 semester courses).

Note: Direct client contact hours and clinical supervision hours, completed during a clinical placement, **cannot** be counted toward the 360 hour requirement, nor can other hours of clinical experience be completed as part of a clinical or field placement or practicum. Direct client contact hours and

clinical supervision hours are separate registration requirements apart from didactic/classroom education & training.

2. The program must have enabled the applicant to develop required entry-to-practice competencies.

B: Combination of education & training in psychotherapy

In order to be considered substantially equivalent to a Recognized program, education & training must include a total from all sources, of at least 360 hours of education & training central to the practice of psychotherapy (equivalent to 10 semester courses), including completion of a substantial portion of at least one coherent program of education & training in psychotherapy.

Generally, other education & training that is not part of a coherent psychotherapy program must have admission criteria and an evaluative or certification component in order to be accepted by CRPO; professional development workshops or seminars, etc., lacking an evaluative component will not be accepted. If an applicant has only partly completed an education & training program, s/he will be required to explain why s/he did not complete the entire program.

Required Documentation

Those applying for registration are required to supply documentation to support the information provided in their application. For a complete list of required documents, see Supporting Documents Checklist in the CRPO Guide to Completing your Application. Below is a description of the documentation required to support education and training claims:

Official Transcripts or Letters

Applicants must provide detailed evidence of their psychotherapy education & training, specifically, one of the following *for each institution from which they have received education & training in psychotherapy*:

1. For institutions that issue transcripts (e.g. universities and colleges and some private psychotherapy education & training programs), applicants must arrange to have the institution(s) send **original** transcript(s) **directly** to CRPO by mail or courier.
2. For institutions that do not issue transcripts (e.g. some private psychotherapy education & training institutes), applicants must arrange to have the institution(s) send an official letter, sealed and/or signed by a senior official of the institution, **directly** to CRPO by mail or courier. The letter must include:
 - a. institutional letterhead;
 - b. name of the applicant that matches the name provided by the applicant to the College;
 - c. dates the applicant attended the program;

- d. list of all learning activities¹ completed by the applicant, the number of credits or hours for each activity, and the applicant's grade or result for each activity;
- e. whether the applicant successfully completed the program, and what certificate or credential was awarded; and
- f. name and contact information of institution and senior official at the institution.

In exceptional circumstances, an applicant may not be able to provide required documentation. In this case, the applicant will have an opportunity to explain and provide supporting evidence that the required documents cannot be obtained for reasons outside his/her control. The applicant may then be asked to submit alternate forms of documentation, and/or to attend a peer interview. Applicants are advised to contact the College if they are unable to provide required documentation.

Course descriptions

Applicants must submit detailed course outlines or syllabus descriptions for **every** learning activity they have completed. These will be used by CRPO staff to evaluate whether the applicant's education & training has enabled him/her to develop the required competencies for entry-to-practice. In some cases, a course description may be very brief, e.g. it may state only that students must complete research or writing on a topic of their choice. In such cases, the applicant should provide additional detail about the course in the Competencies Mapping Tool.

Course outlines/syllabuses must be written by the educational institution for the year in which an applicant took the course or learning activity: for example, if an applicant took the course "Ethics in Psychotherapy" in 2012, s/he must provide the 2012 course outline. *Scanned copies* are to be submitted electronically using the **Documents** tab in the applicant's user account. **Do not send originals.**

If descriptions for a limited number of learning activities are unavailable, or pertain to a different year than the one in which the applicant engaged in the learning activity, exceptions may be permitted. However, if descriptions are omitted for numerous learning activities, the College may be unable to verify the content or relevance of an applicant's education & training.

If, due to exceptional circumstances, an applicant is unable to obtain descriptions for limited learning activities, s/he should contact the College to discuss alternative arrangements.

Education & training obtained outside Canada

Third party credential assessment report

Applicants who have completed psychotherapy education & training outside Canada must submit a third-party credential assessment report to the College. This is required because the College does not possess the resources and expertise to authenticate and evaluate internationally-earned credentials.

¹ The term "learning activity" is a broad term that includes courses, seminars, experiential learning activities, structured group work, exams, clinical placements, clinical supervision, and personal psychotherapy included as part of education & training.

The College recommends that applicants access the following assessment of their education & training in psychotherapy obtained outside Canada: World Education Service (WES) International Credential Advantage Package (ICAP) Document-by-Document evaluation (see link below).

Applicants need to submit for evaluation only the education & training in psychotherapy on which they are relying for registration with CRPO. *Applicants who obtain a WES ICAP report do not need to submit their transcripts to us, as WES will forward copies of the transcripts to CRPO.* Applicants will still be required to submit a detailed description of every learning activity to CRPO.

Applicants must carefully follow instructions for obtaining a WES ICAP report. For instructions, visit: <http://www.wes.org/ca/students/icap.asp>. Only a credential(s) evaluation is required, not a Course-by-Course evaluation.

CRPO will also accept credential assessment reports by other reputable third-party service providers. To ensure the report meets the College's requirements, applicants should contact the College before obtaining or submitting another type of credential assessment report.

Translation of documents

If transcripts, course descriptions or other documents are in a language other than English or French, the applicant must provide, at his/her own expense, English translations of all documents, along with the documents in the original language. Translations must be literal and word-for-word, that is, non-interpretive.

The College accepts translated documents from:

- the consulate, high commission or embassy (in Canada) for the country that issued the documents;
- a Canadian consulate, high commission or embassy in the country from which the applicant emigrated;
- a certified member of the Association of Translators and Interpreters of Ontario;
- a translator accredited by a recognized professional association of translators in Canada;
- a translator accredited by the Canadian government; or
- a translator accredited by a provincial or municipal government in Canada.

The translator's identification and certification must accompany the translated documentation.

Where documents relating to education & training outside Canada are unavailable due to exceptional circumstances, an applicant may be asked to submit alternate written documentation or attend a peer interview at the College. Applicants should contact the College to discuss alternative arrangements.

Note: As the College, initially, will have limited experience in assessing internationally educated applicants, the application process for such applicants may change, as the College gains experience.

Questions & answers

Is my education program ‘acceptable’ to the College?

The College has developed a ‘framework’ (criteria & process) for Reviewing and Recognizing programs that meet education and training requirements and prepare students with entry-to-practice competencies. Until such time as programs are Recognized, prospective applicants are advised to review the registration requirements described above, as well as the entry-to-practice competency profile for Registered Psychotherapists, and use them to informally assess whether a given program appears to meet the requirements. Graduates of programs that have not yet been Recognized may apply for registration, and will be assessed using a “substantially equivalent” criteria. Individuals who have completed programs that do not fulfill all the requirements may be eligible to register in the Qualifying Member category while they complete education & training.

In order to be eligible for registration as a Qualifying Member, what proportion of the registration requirements must I have completed?

In general, the education & training requirement must have been substantially completed (approximately 90 per cent), including the requirement for competency-development in Safe and Effective Use of Self.

In addition, the applicant must have completed at least 125 direct client contact hours (of the required 450) and at least 30 hours of clinical supervision (of the required 100 hours).

The College recognizes that many education & training programs do not currently include sufficient direct client and clinical supervision hours to meet CRPO’s registration requirements. Applicants from such programs will need to complete additional required hours outside the program.

Definitions

Clinical Supervisor

Prior to proclamation, a Clinical Supervisor is a practitioner who has extensive clinical experience, generally five years or more, in the practice of psychotherapy.

In the first three years following proclamation, a Clinical Supervisor is a regulated practitioner in psychotherapy in good standing with his/her College*, who has extensive clinical experience, generally five years or more, in the practice of psychotherapy and who is competent in providing Clinical Supervision. *Upon proclamation of the Psychotherapy Act, practitioners who are receiving supervision from an unregulated practitioner will have a grace period of one year to transition their supervision to a regulated practitioner who meets the above requirements.*

Three years after proclamation, a Clinical Supervisor is a regulated practitioner in psychotherapy in good standing with his/her College, who has extensive clinical experience, generally five years or more, in the practice of psychotherapy, and who has demonstrated competence in providing Clinical Supervision.

Outside Ontario, a Clinical Supervisor is an experienced practitioner of psychotherapy qualified to provide Clinical Supervision in his/her jurisdiction.

*Includes College of Nurses of Ontario, College of Occupational Therapists of Ontario, College of Physicians and Surgeons of Ontario, College of Psychologists of Ontario, Ontario College of Social Workers and Social Service Workers.

Controlled Act of Psychotherapy

In the course of engaging in the practice of psychotherapy, a member is authorized, subject to the terms, conditions and limitations imposed on his/her Certificate of Registration, to treat, by means of psychotherapy technique delivered through a therapeutic relationship, an individual's serious disorder of thought, cognition, mood, emotional regulation, perception or memory that may seriously impair the individual's judgement, insight, behaviour, communication or social functioning. See [Psychotherapy Act, 2007, section 4](#).

Currency Hours

Currency Hours include a broad range of professional activities related to the practice of psychotherapy, such as;

- Direct Client Contact
- Record-keeping and preparation in relation to Direct Client Contact
- professional development in psychotherapy
- engaging in Clinical Supervision as a supervisee
- conducting research or writing in the field of psychotherapy
- supervising
- teaching
- managing
- consulting
- other professional activities that impact the practice of psychotherapy.

Date of Application

Date of Application refers to the date that the *complete* application, all materials or documentation [for registration] and application fee are received by the College.

Direct Client Contact (DCC)

Direct Client Contact is any activity in which the client and the therapist are directly and formally engaged in the psychotherapeutic process. Ordinarily, this process occurs face-to-face, but other forms of direct contact, for example, using telephone, Skype, video-link, or even email (with appropriate considerations for privacy and confidentiality) are relevant. The client may be an individual, couple, family or group.

Also included in Direct Client Contact are:

- interviewing for intake, as long as this activity is clinical in nature and then used to determine the nature and course of the therapy
- interviewing, administering a test or conducting a formal assessment as part of a clinical interaction with the client
- facilitating or actively co-facilitating therapeutic sessions.

The following are **not** considered Direct Client Contact:

- observing therapy without actively participating or providing follow-up to the client immediately after the observed session
- record-keeping
- administrative activities, including report-writing
- conducting a psychometric assessment that primarily involves administering, scoring and report-writing, with little or no clinical interaction with the client
- providing or receiving clinical or other forms of supervision.

Note: a standard 45 or 50 minute session qualifies as one hour of DCC.

Distinction between Psychotherapy & Counselling

“The practice of psychotherapy is distinct from both counselling, where the focus is on the provision of information, advice-giving, encouragement and instruction, and spiritual counselling, which is counselling related to religion or faith-based beliefs.” Health Professions Regulatory Advisory Council: *New Directions*, 2006; Chapter 7, Regulation of Psychotherapy, p. 208. The College is not regulating counsellors or counselling. However, psychotherapy and counselling can be highly interrelated.

Grandparenting

‘Grandparenting’ was a time-limited, alternate route to registration for current, established practitioners in Canada, i.e. those practicing the profession before the proclamation of the *Psychotherapy Act, 2007* on April 1, 2015. The Grandparenting option was available for two years following proclamation Note: The Grandparenting route closed on March 31, 2017.

In Canada (for Grandparenting applicants only)

“In Canada” is defined to include work done by Canadians stationed abroad with the Canadian Forces, a Canadian government agency, or a non-governmental organization (NGO) engaged in international development or humanitarian work, where psychotherapy services are provided to Canadians.

Indigenous

Indigenous refers to Canada’s First Nations, Métis and Inuit peoples.

Safe and Effective Use of Self (SEUS)

One of the defining competencies of psychotherapy practice, Safe and Effective Use of Self refers to the therapist's learned capacity to understand his/her own subjective context and patterns of interaction as they inform his/her participation in the therapeutic relationship with the client. It also speaks to the therapist's self-reflective use of his/her personality, insights, perceptions, and judgments in order to optimize interactions with clients in the therapeutic process.

Psychotherapeutic traditions and practices related to the development of a psychotherapist's Safe and Effective Use of Self in the therapeutic relationship are diverse. Some applicants will have developed this competency while engaging in their own personal psychotherapy. Others will have taken courses that address use of self; these may include, for example, personal family history and dynamics, anti-oppression and diversity, power dynamics, relational boundaries, experiential practice as client, or interpersonal relationship development. Others may have engaged in a guided and reflective Indigenous practice, such as the four directional way. For some practitioners, this competency may also be addressed in a particular form of Clinical Supervision.

Scope of Practice

The practice of psychotherapy is the assessment and treatment of cognitive, emotional or behavioural disturbances by psychotherapeutic means, delivered through a therapeutic relationship based primarily on verbal or non-verbal communication.

[Psychotherapy Act, 2007, section 3](#)

Supervision:

Clinical Supervision

Clinical Supervision means a contractual relationship in which a Clinical Supervisor engages with a supervisee to:

- promote the professional growth of the supervisee
- enhance the supervisee's Safe and Effective Use of Self in the therapeutic relationship
- discuss the direction of therapy, or
- safeguard the welfare of the client.

Clinical Supervision can be individual, dyadic or group. Group supervision may include ***Structured Peer Group Supervision*** if the latter:

- is formal and structured; and
- includes at least one group member who meets the College's definition of a Clinical Supervisor (prior to proclamation, this is a practitioner who has extensive clinical experience, generally five years or more, in the practice of psychotherapy).

Structured Peer Group Supervision differs from Group Clinical Supervision, in that the latter is led by a Clinical Supervisor, whereas the former includes at least one member who would qualify as a Clinical Supervisor but is an equal participant (not the leader). Structured Peer Group Supervision often occurs in an institutional setting but may be formalized outside such settings.

Informal "peer supervision" i.e. unstructured discussion of clients with colleagues, is not considered an acceptable form of supervision for registration purposes.